

*Judy Hammond*



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

July 20, 2005

To: Supervisor Gloria Molina, Chair  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

From: David E. Janssen  
Chief Administrative Officer

**2005 CIVIC CENTER EMPLOYEES EMERGENCY PREPAREDNESS EXPO**

The Office of Emergency Management is sponsoring our 2005 Civic Center Employees' Emergency Preparedness Expo to coincide with President Bush's designation of September as National Preparedness Month. The Expo will be on **Thursday, September 8, 2005 from 10:00 a.m. to 2:00 p.m. on the second floor lobby area of the Kenneth Hahn Hall of Administration (HOA)**. I am extending a special invitation to each of you and your staff to drop by and pick up valuable preparedness information.

The theme for this year's Expo will be **"COUNTY PREPAREDNESS/COMMUNITY AWARENESS-MAKE IT A GOAL TO KNOW YOUR ROLE"**. Departments will display and distribute emergency preparedness and other service information. The Department of Coroner will promote their "Skeletons in the Closet" program to support the Youthful Drunk Driver Program. Fliers will be widely distributed in August to promote the Expo.

We welcome your ideas to help make this a successful event for our County employees. Please ask your staff to contact Michael Hooper in the Office of Emergency Management at (323) 980-2255 or Joyce Harris at (323) 980-2267 with any questions or recommendations you may have. We look forward to your participation on Thursday, September 8, 2005.

DEJ:CP  
MH:cm

c: Emergency Management Council  
Emergency Management Council Steering Committee  
Emergency Management Council Subcommittee  
Board Emergency Preparedness Deputies